

Carlos Hernández
Mayor

Isis Garcia-Martinez
Council President

Luis González
Council Vice President



Council Members
Jose F. Caragol
Vivian Casáls-Muñoz
Katharine E. Cue-Fuente
Paul B. Hernández
Lourdes Lozano

City Council Agenda March 11, 2014 7:00 P.M.

Call to Order -

Roll Call-

Invocation given by Acting City Clerk, Marbelys Fatjo

Pledge of Allegiance led by Councilwoman Vivian Casáls-Muñoz

Meeting Guidelines

The following guidelines have been established by the City Council:

- **ALL LOBBYISTS MUST REGISTER WITH THE CITY CLERK**
- As a courtesy to others, please refrain from using cellular telephones or other similar electronic devices in the Council Chamber.
- A maximum of three (3) speakers in favor and three (3) speakers in opposition will be allowed to address the Council on any one item. Each speaker's comments will be limited to three (3) minutes.
- No signs or placards, in support of or in opposition to an item or speaker, shall be permitted within the Council Chamber.
- Members of the public may address the City Council on any item pertaining to City business during the Comments and Questions portion of the meeting. A member of the public is limited to one appearance before the City Council and the speaker's comments will be limited to three (3) minutes.

Presentations –

(1) Presentation of awards to the winners of the 2014 Cultural Affairs Youth Art Festival Winners:

- 1st Place: Sara Yanes
- 2nd Place: Nelly Puchkoff
- 3rd Place: Jacqueline Viso

(2) Presentation by Mayor Carlos Hernandez of Matter of Pride Certificates to the following Hialeah Firefighters:

- Lt. Armando Gonzalez
- Lt. Stephen Lyon
- Firefighter Francisco De Paz
- Firefighter David Fernandez-Hermo
- Firefighter Albert Martinez
- Engineer Mario Gutierrez

Just a little after midnight on Tuesday, December 10th, 2013, R7 was dispatched to a 71 year old unresponsive diabetic woman. Upon arrival, she was in fact in cardiac arrest, and they immediately began administering life-saving resuscitation protocols, while requesting the additional assistance of E7. Crews diligently and competently worked until the patient eventually regained a viable pulse.

- District Chief Peter B. Siegel
- Captain Hermogenes Lacayo
- Acting Lt. Arcenio Cruz
- Firefighter Debbie Ball
- Firefighter Andre Mompont
- Firefighter Marshall St. Gerard
- Engineer Frank Gagliano

In the early evening of Friday, December 6th, 2013, a 75 year old man was brought to Station 2 by his family in full cardiac arrest. They were on their way to the hospital when he went unconscious. All personnel happened to be at the station at that time and began administering life-saving resuscitation protocols immediately. Crews were able to get a pulse back after several defibrillation attempts and rounds of medication. It was then determined that the patient had apparently suffered a significant heart attack, and the determination was made to transport him to the closest Cardiac Catheterization Lab for possible reperfusion. The patient was successfully treated and subsequently discharged to a rehab facility for further care.

- **Lt. John Kenyon**
- **Firefighter Rafael Salas**
- **Engineer Chris Muni**

During the afternoon of Monday, April 30th, 2012, E6 was one of the first arriving units dispatched to a first floor apartment fire. They were met with heavy black smoke coming from the front door of the residence. Police officers already on scene advised that a blind man with a psychiatric history was possibly trapped inside. Those same officers were able to force entry on the locked door but were not able to enter the property due to the heavy smoke conditions. Lt. Kenyon and Firefighter Salas immediately entered the structure with zero visibility to perform a primary search. As they reached the kitchen, they found the man alive and responsive, although very disoriented. Lt. Kenyon and Firefighter Salas carried the victim out of the structure and out to the front yard, where another crew was waiting to administer medical attention. They then returned to the apartment to complete the search and, with the help of Engineer Muni, extinguished the fire – a pot on the stove. He was subsequently treated for minor burns and smoke inhalation and transported to the nearest, most appropriate facility for further care.

1. Announcement of Amendments/Corrections to the Agenda –
2. Consent Agenda—
 - A. Request permission to approve the Summary Agenda/Minutes of the City of Hialeah Council Meeting held on February 25, 2014. (OFFICE OF THE CITY CLERK)
 - B. Pursuant to the Hialeah Code, the Finance Director submits to the City Council, the quarterly revenue and expenditure and operating cash report for the City's operating fund (i.e. General Fund), for first quarter in fiscal year 2014, ending in December 31, 2013. (FINANCE DEPT.)
 - C. Request permission to waive competitive bidding, since it is advantageous to the City due to time constraints, and issue a purchase order to God is Good, Corp., for the exterior painting of the 29-Unit Elderly Housing project, in a total cumulative amount not to exceed \$23,700. (CONSTRUCTION AND MAINTENANCE DEPT.)
 - D. Request permission to cancel the expenditure approved by the City Council on January 14, 2014 (item H) as the approved model is no longer available. Further request permission to utilize the Florida Sheriffs Association & Florida Association of Counties Bid #13-21-0904, and issue a purchase order to Alan Jay Chevrolet-Cadillac, Inc., for the purchase of one (1) 2014 Chevrolet Express Cargo Van (CG23405), in a total cumulative amount not to exceed \$18,649. (FIRE DEPT.)
 - E. Request permission to utilize Miami-Dade County Bid #8889-4/14-4, a competitively bid governmental contract, and increase purchase order #2014-233, issued to Fedan Corp., to purchase recap tires for City trucks and other vehicles, by an additional amount of \$50,000, for a new total cumulative amount not to exceed \$125,000. (FLEET MAINTENANCE DEPT.)
 - F. Request permission to utilize the pricing of U.S. General Services Administration (GSA) contract #GS-07F-0113N, and increase purchase order #2014-219, issued to Barnes Group Inc., to purchase hardware supplies, by an additional amount of \$20,000, for a new total cumulative amount not to exceed \$40,000. (FLEET MAINTENANCE DEPT.)
 - G. Request permission to utilize the pricing of State of Florida Contract #863-000-10-1, and increase purchase order #2014-234, issued to local dealer Tiresoles of Broward, Inc. d/b/a Miami Tiresoles, to purchase tires and road call service on vehicles for Public Works, Fire Department, and Water and Sewer Department, by an additional amount of \$100,000, for a new total cumulative amount not to exceed \$200,000. (FLEET MAINTENANCE DEPT.)
 - H. Request permission to increase purchase order #2014-90, issued to Rainbow Window Tinting, Inc. d/b/a Rainbow Emergency Equipment pursuant to Hialeah Bid #2011-12-3220-36-038, to purchase emergency equipment and supplies for City vehicles, by an additional amount of \$15,000, for a new total cumulative amount not to exceed \$30,000. (FLEET MAINTENANCE DEPT.)

- I.** Request permission to utilize the pricing of State of Florida Contract #863-000-10-1, and increase purchase order #2014-235, issued to Wingfoot Commercial Tire Systems, LLC, to purchase new tires for vehicles for Public Works, Fire Department, and Water and Sewer Department, by an additional amount of \$100,000, for a new total cumulative amount not to exceed \$200,000. (FLEET MAINTENANCE DEPT.)
- J.** Request permission to utilize the pricing of Miami-Dade County Bid #5745-2/14-2, and increase purchase order #2014-222, issued to Florida Transportation Systems, Inc., to purchase Blue Bird parts for the City's Blue Bird buses, by an additional amount of \$25,000, for a new total cumulative amount not to exceed \$50,000. (FLEET MAINTENANCE DEPT.)
- K.** Request permission to increase purchase order #2014-915, since it is advantageous to the City, issued to Labor Ready Southeast Inc., to cover costs of labor for temporary day workers for the Solid Waste Division for the remainder of the fiscal year on an as needed basis, by an additional amount of \$20,878.68, for a new total cumulative amount not to exceed \$235,690.68. (DEPT. OF PUBLIC WORKS)
- L.** Request permission to waive competitive bidding, since it is advantageous to the City due to time constraints, and issue a purchase order to G P E Engineering & General Contractor Corp., for emergency repairs of a sewer main located at 4510 East 9 Lane, Hialeah, FL, in a total cumulative amount not to exceed \$17,623.60. (DEPT. OF PUBLIC WORKS)
- M.** Request permission to employ the professional services of Hazen and Sawyer, P.C., one of the authorized engineering consulting firms previously approved by the City Council, for the service of Water Quality Analysis of the Reverse Osmosis Water Treatment Plant, and issue a purchase order in a total cumulative amount not to exceed \$50,000. Miami Dade County will reimburse the City for half of the anticipated cost of this study. (DEPT. OF PUBLIC WORKS)
- N.** Request permission to select Milian, Swain & Associates, Inc., from the list of authorized General Consultants for Engineering and Architectural Services approved by the City Council, to conduct an audit of the Storm Water Program to insure that properties are being properly reflected and charged in the Department of Public Works billing system, and issue a purchase order in a total cumulative amount not to exceed \$150,000. (DEPT. OF PUBLIC WORKS)
- O.** Request permission to reject Hialeah Request for Proposal (RFP) #2012-13-95000-00-003, for the drilling, construction and testing of the Upper Floridan Aquifer Wells (Graham Wells), due to procedural irregularities, and further request permission to re-advertise the project.
- P.** Request permission to utilize State of Florida Contract #600-760-11-1, and issue a purchase order to Neopost USA, Inc., to purchase an automatic folding system machine and a one (1) year maintenance agreement, in a total cumulative amount not to exceed \$112,593. (DEPT. OF PUBLIC WORKS)

- Q.** Request permission to select Milian, Swain & Associates, Inc., from the list of authorized General Consultants for Engineering and Architectural Services approved by the City Council, for administrative support services for the Water and Sewers Department such as utility budget efforts, managerial reporting, billing assistance, and the development and implementation of Best Management Practices (BMP), and issue a purchase order in a total cumulative amount not to exceed \$210,600. (DEPT. OF PUBLIC WORKS)
- R.** Request permission to select Milian, Swain & Associates, Inc., from the list of authorized General Consultants for Engineering and Architectural Services approved by the City Council, for the continuance of an accountability study for the Water and Sewers Department for water and sewer service charges, and issue a purchase order in a total cumulative amount not to exceed \$125,000. (DEPT. OF PUBLIC WORKS)
- S.** Request permission to select Milian, Swain & Associates, Inc., from the list of authorized General Consultants for Engineering and Architectural Services approved by the City Council, for the service of completing a water and sewers rate study, and issue a purchase order in a total cumulative amount not to exceed \$160,000. (DEPT. OF PUBLIC WORKS)
- 3.** Second reading and public hearing of proposed ordinance amending Chapter 98 entitled "Zoning", Article II. Administration, Division 3. Comprehensive Plan, of the Code of Ordinances and in particular, revising Hialeah Code § 98-102 entitled "Procedures for Amendments" to revise plan amendment procedures to conform to current state law and miscellaneous revisions and revising section I-5 entitled "Comprehensive Plan Amendments" of the Land Development Code to revise Plan Amendment Procedures to conform to current state law; repealing all ordinances or parts of ordinances in conflict herewith; providing penalties for violation hereof; providing for inclusion in code; providing for a severability clause and providing for an effective date. (LAW DEPT.)
- 4.** Second reading and public hearing of proposed ordinance amending Chapter 74 entitled "Signs" of the Code of Ordinances and in particular, amending Article I., Section 74-2 "Removal of Improper Signs" to establish a removal fee for signs on public property and public rights-of-way; repealing all ordinances or parts of ordinances in conflict herewith; providing penalties for violation hereof; providing for inclusion in code; providing for a severability clause and providing for an effective date. (ADMINISTRATION)
- 5.** Second reading and public hearing of proposed ordinance authorizing the Mayor and the City Clerk, as attesting witness, on behalf of the City, to enter into a lease agreement between the City of Hialeah, as landlord, and City of Hialeah Education Academy, Inc., a Florida not-for-profit corporation, as tenant, for use of the school facility located at Slade Park consisting of 22,870 square feet located at 2590 West 76 Street, Hialeah, Florida, for a term of four years, commencing on July 1, 2014 and ending on June 30, 2018, for an annual amount of \$550.00 for each student enrolled, payable in equal monthly installments, and a usage fee of \$96,793.76 for the first year for City services, library and park facilities, based on student enrollment numbers, with up to 3% annual increase for each of the three successive years, in substantial form as attached hereto and made a part hereof as Exhibit "1".; providing penalties for violation hereof; providing for a severability clause and providing for an effective date. (EDUCATION & COMMUNITY SERVICES, DEPT.)

6. Second reading and public hearing of proposed ordinance authorizing the Mayor and the City Clerk, as attesting witness, on behalf of the City, to enter into a lease agreement between the City, as landlord, and Solidaridad Sin Fronteras, a Florida not-for-profit corporation, as tenant, for use of office space consisting of 420 square feet at the Blanche Morton Neighborhood Service Center, located at 300 East 1 Avenue, Hialeah, Florida, Room 101 for a period of four months, commencing on March 1, 2014 and ending on June 30, 2014, for a total amount of \$1,666.72, in the form as attached hereto as Exhibit "1"; providing penalties for violation hereof; providing for a severability clause and providing for an effective date. (PURCHASING DIV.)
7. First reading of proposed ordinance approving the Development Agreement by and among FDG Countyline, LLC, a Delaware Limited Liability Company, FDG BN Expansion, LLC, a Delaware Limited Liability Company, and the City of Hialeah, Florida, a copy of which in substantial form is attached hereto and made a part hereof as Exhibit "1". **Property comprising approximately 504 acres within an area bounded on the West by NW 107 Avenue, on the North by NW 170 Street, on the East by NW 97 Avenue and on the South by NW 154 Street; all located in HIALEAH, Florida. Property having a land use classification of industrial and located within the BDH Business Development Zoning District.** Repealing all ordinances or parts of ordinances in conflict herewith; providing penalties for violation hereof; providing for a severability clause; and providing for an effective date. (LAW DEPT.)
8. First reading of proposed ordinance amending Chapter 78 entitled "Solid Waste" Article II. "Nuisances" of the Code of Ordinances and in particular amending Section 78-35 entitled "Work Performed by the City; Special Assessment of Costs and Expenses; Lot Clearing Lien" establishing priority of lot clearing liens to be equal in dignity to tax liens and superior in dignity to mortgages, judgments, and other liens and encumbrances; repealing all ordinances or parts of ordinances in conflict herewith; providing penalties for violation hereof; providing for inclusion in code; providing for a severability clause and providing for an effective date. (LAW DEPT.)
9. First reading of proposed ordinance accepting a right-of-way deed from Centergate at Gragny, LLC, a Florida Limited Liability Company, conveying all right, title and interest to a vacant parcel of land to the City of Hialeah consisting of approximately 101,352 square feet or 2.33 acres, which represents an area comprising of an extension of East 56 Street, East of the intersection of Le Jeune Road and East 56 Street, Hialeah, Florida in consideration of \$10.00; repealing all ordinances or parts of ordinances in conflict herewith; providing penalties for violation hereof; providing for a severability clause; and providing for an effective date. (ADMINISTRATION)
10. First reading of proposed ordinance approving the release of an easement and Operating Agreement dated August 12, 1999, as recorded in official records book 18739 at page 2732, in the public records of Miami-Dade County, Florida. **The easement and Operating Agreement included various reciprocal and non-exclusive easements over a portion of property located East of Le Jeune Road and North of East 56 Street, Hialeah, Florida, formerly where the business owned by ABC Distributing, Inc. was located, and as more particularly described and depicted in exhibits to the easement and Operating Agreement being released;** and further approving a new easement and Operating Agreement on the same property for which, in part, allows an ingress and

egress easement in favor the property owner over a portion of the property that is being conveyed to the city as right-of-way; repealing all ordinances or parts of ordinances in conflict herewith; providing penalties for violation hereof; providing for a severability clause; and providing for an effective date. (ADMINISTRATION)

11. Proposed resolution approving a Maintenance or Right-of-Way Map vesting all right, title easement and appurtenances in and to a portion of the road known as West 80 Street lying between West Hialeah-Hialeah Gardens Boulevard (Northwest 92 Avenue) and West 36 Avenue, Hialeah, Florida, as illustrated and more particularly described in the Maintenance Map dated February 25, 2014 prepared by Biscayne Engineering Company, surveyors, a copy of which is attached hereto as Exhibit "1"; authorizing the Mayor and the City Clerk, on behalf of the City, to certify the Maintenance Map, affix the seal of the City, and further directing the City Clerk to record the Maintenance Map in the public records of Miami-Dade County, Florida. (ADMINISTRATION)
12. License suspension/revocation hearing pursuant to Section 86-57(b) of the Hialeah Code. The Licensing Administrator has determined that licensee, ANGL, Inc., located at 2100 West 76 Street, #310, Hialeah, Florida 33016, is engaging in conduct warranting the suspension or revocation of its business tax receipt. (LICENSE DIV.)
13. License suspension/revocation hearing pursuant to Section 86-57(b) of the Hialeah Code. The Licensing Administrator has determined that licensee, RC & AC Multi Services, LLC, located at 5393 West 20 Avenue, Hialeah, Florida 33012, is engaging in conduct warranting the suspension or revocation of its business tax receipt. (LICENSE DIV.)
14. License suspension/revocation hearing pursuant to Section 86-57(b) of the Hialeah Code. The Licensing Administrator has determined that licensee, Sinjil Bisan Corp., located at 150 West 24 Street, Unit C, Hialeah, Florida 33010, is engaging in conduct warranting the suspension or revocation of its business tax receipt. (LICENSE DIV.)
15. Board Appointments- **None.**
16. Unfinished Business-
17. New Business-
18. Comments and Questions-

Administration of Oath to all applicants and anyone who will be speaking before the City Council on any Zoning, Land Use or Final Decision item.

Attention Applicants: Items approved by the City Council are subject to the Mayor's approval or veto. The Mayor may withhold his signature or veto the item. If the Mayor's signature is withheld, the item is not effective until the next regularly scheduled meeting. If the Mayor vetoes the item, the item is rejected unless the Council overrides the veto at the next regular meeting.

ZONING

- PZ 1. Second reading and public hearing of proposed ordinance granting a Variance Permit to allow a replat of two substandard lots, the first lot having a width of 48 feet, more or less, where a minimum average width of 75 feet is required, a total area of 6,507 square feet, more or less, where a total area of at least 7,500 square feet is required and a corner side setback of 12.5 feet, where 15 feet are required, and the second lot having a width of 40 feet, more or less, where a minimum average width of 75 feet is required, and a total area of 5,539 square feet, more or less, where a total area of at least 7,500 square feet is required, contra to Hialeah Code §§ 98-347(4), 98-499, and 98-501. **Property located at 385 West 42 Street, Hialeah, Florida.** Repealing all ordinances or parts of ordinances in conflict herewith; providing penalties for violation hereof; providing for a severability clause; and providing for an effective date. *Applicant: Artilleros, LLP*
- PZ 2. Second reading and public hearing of proposed ordinance repealing and rescinding Hialeah, Fla., Ordinance 2013-17 (March 12, 2013); granting a Special Use Permit (SUP) to allow an Assisted Living Facility with a maximum bed capacity of 38, pursuant to Hialeah Code §98-1956, and granting a Variance Permit to allow a lot coverage of 41%, where a maximum of 30% is allowed, to allow 5 parking spaces (where a minimum of 13 spaces are required), to allow all parking spaces to back-out on to the street (where back-out spaces are allowed only in low density residential districts), to allow a rear setback of 15 feet (where 20 feet are required), and to allow a south side setback of 7 feet (where 10 feet are required), contra to Hialeah Code §§98-2056(b)(2), 98-2189(21), 98-2190, 98-591, 98-590. **Property located at 1315 Southeast 9 Avenue, Hialeah, Florida.** Repealing all ordinances or parts of ordinances in conflict herewith; providing penalties for violation hereof; providing for a severability clause; and providing for an effective date. *Applicant: Ceasar Mestre*
- PZ 3. First reading of proposed ordinance granting a Special Use Permit (SUP) to allow the operation of a used cooking oil storage facility on property zoned M-1 (Industrial District) and granting a Variance Permit to allow 15 parking spaces, where 20 are required, and to allow all parking spaces to back out on to the street, where backout parking is only allowed in low density residential districts, contra to Hialeah Code §§ 98-2189(15) and 98-2190. **Property located at 720 West 26 Street, Hialeah, Florida.** Repealing all ordinances or parts of ordinances in conflict herewith; providing penalties for violation hereof; providing for a severability clause; and providing for an effective date. *Applicant: Viesel Fuel, LLC*
Item Tabled during the meeting of February 25, 2014 until the meeting of March 11, 2014.
- PZ 4. First reading of proposed ordinance granting a Variance Permit to allow a 15-foot two-way direction driveway on property zoned CR (Commercial-Residential District), contra to Hialeah Code §98-2188(a)b. **Property located at 275 East 9 Street, Hialeah, Florida.** Repealing all ordinances or parts of ordinances in conflict herewith; providing penalties for violation hereof; providing for a severability clause; and providing for an effective date. *Applicant: Ceasar Mestre*
- PZ 5. First reading of proposed ordinance granting a Special Use Permit and a Conditional Use Permit (CUP) to allow a daycare on property zoned R-1 pursuant to Hialeah Code §98-181(2)h, on condition that the daycare use is contingent upon the continued operation of a

house of worship, and granting a Variance Permit to allow 46 parking spaces, where 92 spaces are required, contra to Hialeah Code §98-2189(8) on property zoned R-1 (One Family District). **Property located at 2600 East 8 Avenue, Hialeah, Florida.** Repealing all ordinances or parts of ordinances in conflict herewith; providing penalties for violation hereof; providing for a severability clause; and providing for an effective date. *Applicant: Ada Perez & Gonzalo Perez*

- PZ 6. First reading of proposed ordinance repealing and rescinding Hialeah, Fla., Ordinance 2009-18 (May 15, 2009), granting a Conditional Use Permit (CUP) to allow a K-8 Private School with a total student population of 330, inclusive of the number of children enrolled in the daycare facility, pursuant to Hialeah Code §98-181(2)i, and granting a Variance Permit to allow 39 parking spaces, where at least 80 parking spaces are required, contra to Hialeah Code §98-2189(9), on property zoned M-1 (Industrial District). **Property located at 3580 West 84 Street, Hialeah, Florida.** Repealing all ordinances or parts of ordinances in conflict herewith; providing penalties for violation hereof; providing for a severability clause; and providing for an effective date. *Applicant: Aledrien Investments Corp.*
- PZ 7. First reading of proposed ordinance approving a Final Plat of Paraiso Gardens, accepting all dedication of avenues, streets, roads or other public ways, together with all existing and future planting of trees; repealing all ordinances or parts of ordinances in conflict herewith; providing penalties for violation hereof; providing for a severability clause; and providing for an effective date. **Property is a vacant parcel, located at the north side of West 80 Street, West Of Hialeah-Hialeah Gardens Boulevard (Northwest 92 Avenue) and East of West 36 Avenue (Northwest 97 Avenue), Hialeah, Florida.**
- PZ 8. First reading of proposed ordinance approving a Final Plat of Bellagio Villas, accepting all dedication of avenues, streets, roads or other public ways, together with all existing and future planting of trees; repealing all ordinances or parts of ordinances in conflict herewith; providing penalties for violation hereof; providing for a severability clause; and providing for an effective date. **Property is a vacant parcel, located at the east side of West 36 Avenue, bounded by West 84 Street to the South and West 92 Street to the North, Hialeah, Florida.**

FINAL DECISIONS

- FD 1. Proposed resolution approving the final decision of the Planning and Zoning Board, Decision No. 14-02 that granted adjustments on property 990 West 53 Terrace, Hialeah, Florida; and providing for an effective date *Applicants: Jose Luis Rodriguez & Mirna Rodriguez*

NEXT CITY COUNCIL MEETING: March 25, 2014 at 7:00 P.M.

NEXT CHARTER SCHOOL OVERSIGHT COMMITTEE MEETING: May 27, 2014 at 6:30 p.m.

Anyone wishing to obtain a copy of an agenda item should contact the Office of the City Clerk at (305) 883-5820 or visit at 501 Palm Avenue, 3rd Floor, Hialeah, Florida, between the hours of 8:30 a.m. and 5:00 p.m.

Persons wishing to appeal any decision made by the City Council, with respect to any matter considered at the meeting, will need a record of the proceedings and, for such purposes, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

An ordinance or resolution shall become effective when passed by the City Council and signed by the Mayor or at the next regularly scheduled City Council meeting, if the Mayor's signature is withheld or if the City Council overrides the Mayor's veto. If the Mayor's veto is sustained, the affected ordinance or resolution does not become law and is deemed null and void.

In accordance with the Americans with Disabilities Act of 1990, persons needing special accommodations to participate in the proceeding should contact the Office of the City Clerk at (305) 883-5820 for assistance no later than seven (7) days prior to the proceeding; if hearing impaired you may telephone the Florida Relay Service at (800) 955-8771 (TDD), (877) 955-8773 (Spanish) or (800) 955-8770 (Voice).